FirstName LastName

Ms. East Teacher

Class Name, Period Number

16 February 2012

Interesting Title: Don’t Use Quotation Marks or Bold

Start typing your text here. Use size 12 Times New Roman and double space. Don’t forget to change the alignment to left. Don’t put extra spaces after the title, even though it looks strange. This is MLA format, so it does not matter how weird it looks as long as you follow the proper style. This document is set up with one-inch margins and has a header with page numbers already formatted for you. Simply make a copy of this document, give it your title and replace this text with your own. Page layout is more accurate in Firefox than Safari.

    Do not put extra spaces between paragraphs, the title, your name or the bibliographic entries. Use the tab key once to start a new paragraph. Only hit the space bar once instead of twice after you complete each sentence.

Referring to the works of others in MLA style in your text is done by using what is known as parenthetical citation. You simply place relevant source information in parentheses after a quote or a paraphrase. You do parenthetical citations for paraphrasing like this, for example (Garibaldi 214). A direct quote looks like this, “usually the author’s last name and a page reference are enough” (Garibaldi 214).  Notice that the endmark comes after the parenthesis unless the sentence ends with a question mark or exclamation point. Any source information that you provide in-text must correspond to the source information on the Works Cited page. More specifically, whatever signal word or phrase you provide to your readers in the text, must be the first thing that appears on the left-hand margin of the corresponding entry in the Works Cited list (Russell, Brizee and Angeli). Notice I do not have a page number because I cited a web page without pagination.

If you have a quotation that is more than four lines, you must format it differently as shown below. Garbaldi, in *MLA Handbook for Writers of Research Papers* states:

Set it off from your text by beginning a new line, indenting one inch from the left margin, and typing it double-spaced, without adding quotation marks. You can use the *increase indent icon* in your toolbar. A colon generally introduces a quotation displayed in this way, though sometimes the context may require a different mark of punctuation or none at all. If you quote only a single paragraph or part of of one, do not indent the first line. Notice the period comes at the end of the quotation and not after the parenthesis on a long quote. (94)

Notice that the paragraph continues without indentation following the last line of the block quotation.

Both on the Works Cited page and in the body of the text, be sure to *italicize* (not underline) all titles of books, plays, long poems published as books, pamphlets, periodicals (newspapers, magazines, and journals), films, radio and television programs, compact discs, audiocassettes, record albums, ballets, operas and other long musical compositions, paintings, and works of sculpture as well as the names of ships, aircraft, and spacecraft.  If a source does not indicate an author's name, simply begin with the next logical piece of information contained in the citation.

For your Works Cited page, start a new page, center the title: Works Cited (or Work Cited if only one) and use a hanging indent or reverse indention for the bibliographic entries. Continue to double space. Do not add an extra space between entries or after the title. The easiest method is to use EasyBib and then cut and paste your citations to your Word document. If you are using Word, you can format a hanging indent in the Format Paragraph dialog box. NOTE: you are responsible for double-checking EasyBib or any online citation creator to make sure all elements are included and the citation is correct!

Print from Word or your Google document. To print from Google Documents, you must open your document in Preview, Word, Acrobat or another program; then print from that program. Remember Firefox shows page breaks more accurately than Safari on ASD computers.

If you’re ever unsure about MLA format, refer to the web site, *Purdue Online Writing Lab (OWL)* <<http://owl.english.purdue.edu/owl/resource/675/1/>> or the print edition of *MLA Handbook for Writers of Research Papers Seventh Edition*.  Ms. Faith also loves to help with any step of the research process.

Works Cited

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. New York: Modern Language Association of America, 2009. Print.

Russell, Tony, Allen Brizee, and Elizabeth Angeli. "MLA Formatting and Style Guide."

The Purdue OWL. Purdue U Writing Lab, 4 Apr. 2010. Web. 20 July 2010.